


Quick Reference Fax Guide

* The shape of the machine and screen displays varies according to models.

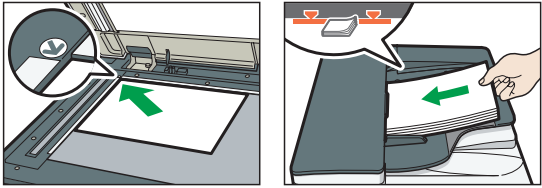
How to send a fax

1. Press [Home] at the bottom of the screen in the Center.

2. Press the [Fax] icon on the Home screen.



3. Placing the Originals.



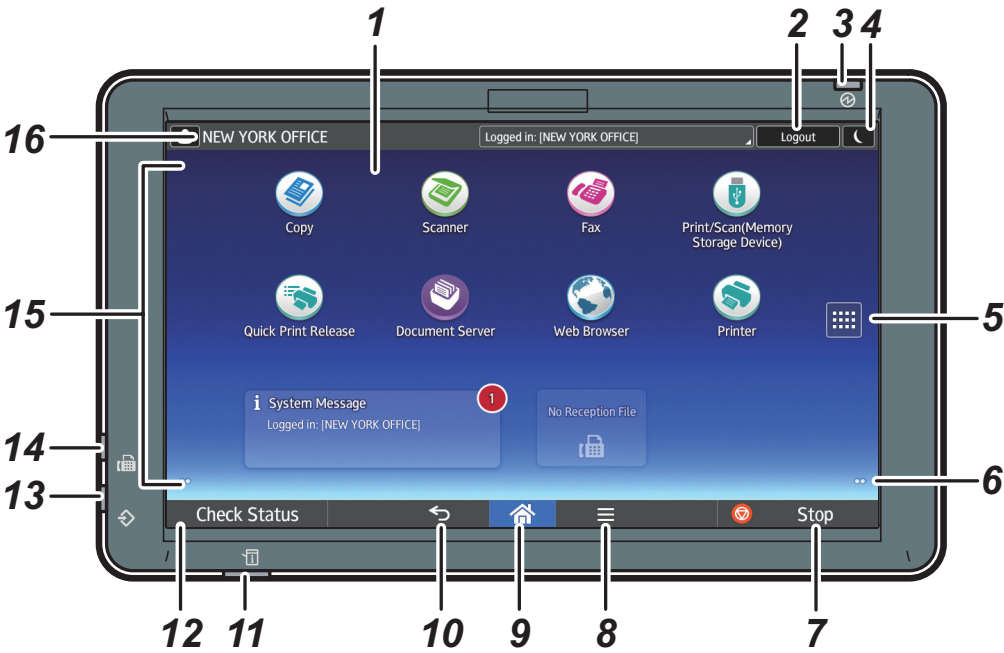
4. Specify a destination.

5. Press [Settings].

6. Flick the screen up and down, and make the scan settings you require.

7. Press [Start].

How to use the Control Panel



1. Display panel

2. [Login]/[Logout]

3. Main power indicator

4. [Energy Saver]

5. Application list icon
Press to display the application list that contains shortcuts to the applications on the [Home] screen.

6. Icons to switch between screens

7. [Stop]
Press to stop a job such as copying if it is in progress.

8. [Menu]
Displays the menu screen of the application you are using. Depending on the application, this key may be disabled.

9. [Home]
Press to display the [Home] screen.

10. [Return]

11. Status indicator
Indicates the status of the system. It stays lit when an error occurs or the toner runs out.

12. [Check Status]

13. Data In indicator (facsimile and printer mode)
Flashes when the machine is receiving print jobs or LAN-Fax documents from a computer. See Fax and Print.

14. Fax indicator
Indicates the status of the fax functions. Flashes during data transmission and reception. Stays lit when receiving a fax via Confidential or Substitute Reception.

15. Icon/Widget display area

16. Name of the Log-in User

How to make settings

Memory Transmission

Immediate Transmission

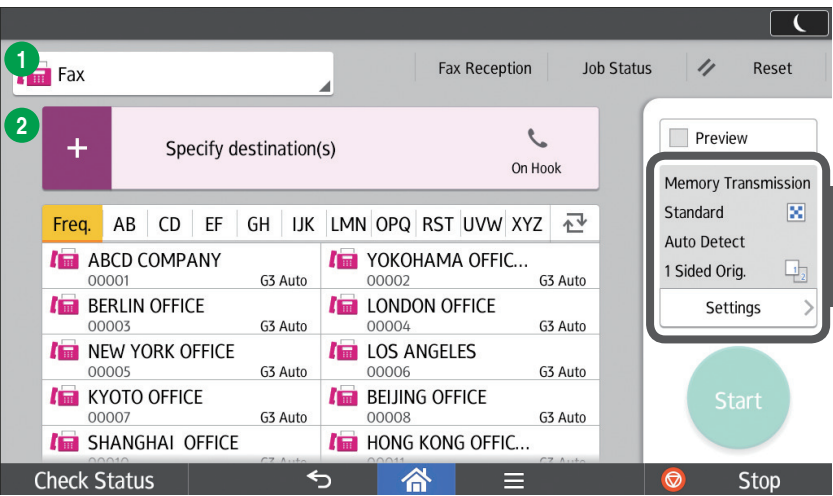
Press the radio button of the item you want to use.



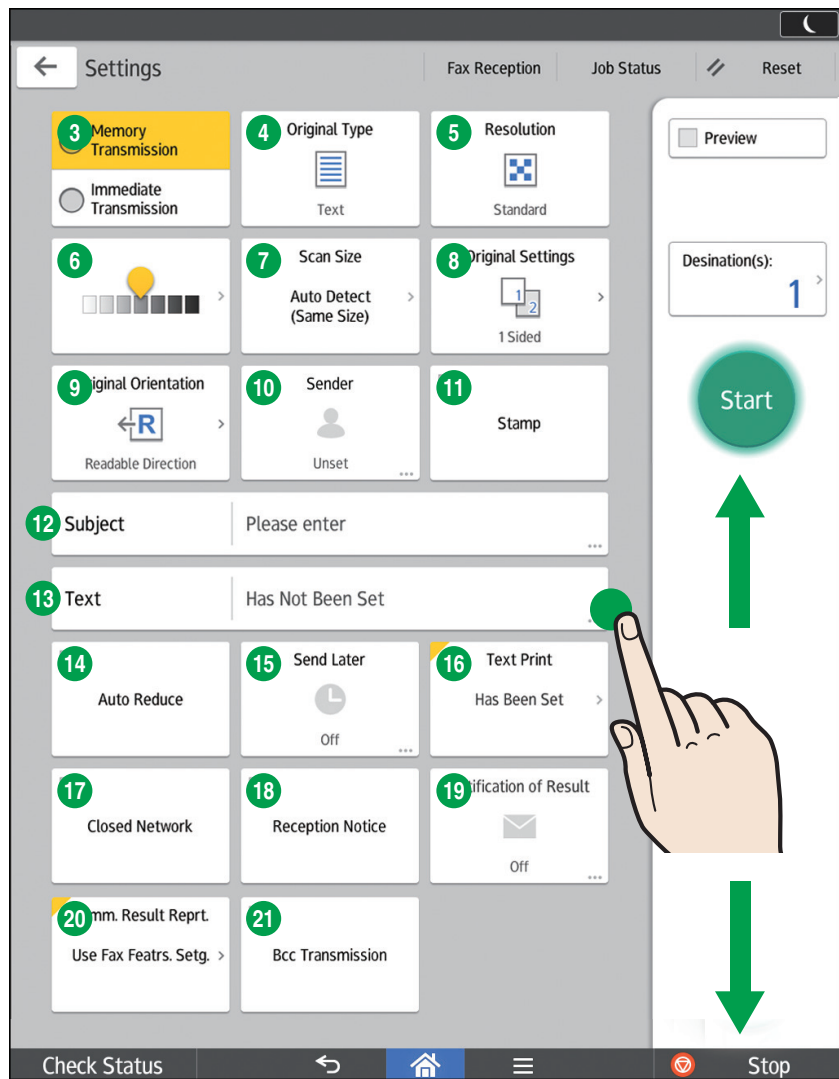
Select the image density you want to use to flick the screen.

How to use the [Fax] screen

Top Menu



Settings Menu



1 Type of Transmission *1

2 Add Destination

3 Transmission Mode

4 Original Type

5 Resolution

6 Adjust Density

7 Scan Size

8 Original Settings

9 Original Orientation

10 Sender

11 Stamp

12 Subject

13 Text

14 Auto Reduce

15 Send Later

16 Text Print

17 Closed Network

18 Reception Notice

19 Notification of Result

20 Communication Result Report

21 BCC Transmission

* Settings vary depending on the models or options you use.
For details, see "How to Use Each Application", Getting Started.

*1 To use Internet Fax, you must set [Internet Fax Setting] in [Fax Features] to [On].